

Job Description

Missouri State Highway Patrol

Class Title: Traffic Safety Analyst I - Arrest Records

Title Code: V00090

Effective Date: New 09/19/05

Date Reviewed:

Date Revised:

Immediate Supervisor: Assistant Director, Traffic Division

Position Supervised: Arrest Records Section employees

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a highly responsible supervisory, technical and quality control position in the Arrest Records Section of the Traffic Division. The employee in this position assists with the management of the Traffic Arrest System/DWI Tracking System (TAS/DWITS), assures the accuracy and completeness of data into the system and serves as liaison to users of the TAS/DWITS. The employee oversees and performs processing of court disposition records, both electronic and written, data quality control measures and dissemination of TAS/DWITS data as prescribed by State law and Patrol policies and procedures. The employee also supervises personnel assigned to the Arrest Records Section. Work is subject to general review and supervision by the assistant director and/or division director for conformance with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Assists upper management with the development and implementation of effective work plans for the Arrest Records section and updates work flow procedures as needed; coordinates and monitors subordinates' work flow and job performance to ensure compliance with State law and Patrol policies and procedures; provides technical assistance to subordinates; approves/disapproves leave, processes time records, provides counseling and feedback, and conducts performance evaluations.

Processes court orders to expunge records from the TAS/DWITS; ensures court order is in compliance with State law; retrieves applicable record from database, obtains record and other related information from the Criminal History System and Department of Revenue Driver License System; forwards court order and source documents to the assistant division director for review/approval; expunges record from TAS/DWITS.

Performs quality control regarding the timeliness and accuracy of TAS/DWITS data received and entered into databases.

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Performs annual review of the Uniform Citation (UC) Audit System at each troop headquarters; randomly selects records via assigned Patrol CVE or member's badge number; runs query on TAS/DWITS by badge number via the Managed Reporting Environment; travels to each troop to compare source documents with query report; ensures troop is in compliance with Patrol written policies and procedures in regard to arrest reports and systems; submits summary review report to the Superintendent on findings and recommendations.

Processes requests for data, statistics, and/or records maintained in TAS/DWITS; ensures dissemination of requested data is in compliance with State law and Patrol policies and procedures; makes certain payment for requested data is deposited into the Traffic Records Fund.

Processes requests from various law enforcement agencies regarding the assignment of unique and sequential UC numbers from the UC Audit System; prepares and disseminates correspondence to respective agency confirming assigned UC numbers; monitors the supply of UC's at the Patrol's Supply Warehouse; coordinates procurement of UC's with the Patrol's Budget and Procurement Division.

Opens and processes mail addressed to the Arrest Records Section; sorts, records and disseminates to section or division personnel, other Patrol components, and/or government entities.

Assists Patrol troop clerical employees with questions, problems, and issues concerning TAS/DWITS and serves as a Patrol liaison to criminal justice agencies submitting data to TAS/DWITS.

Prepares written reports and maintains records of personnel and activities in the Arrest Records Section.

Attends internal and external meetings regarding TAS/DWITS as assigned.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the State of Missouri Sunshine Law and Patrol policies and procedures relating to the reporting and dissemination of arrest records.

Working knowledge of TAS/DWITS-related codes, flow of reports/data to the TAS/DWITS, and the TAS/DWITS encoding requirements and quality control measures.

Working knowledge of the job duties of personnel assigned to the Arrest Records Section.

Working knowledge of arrest and court disposition statistical information used in Patrol publications and special reports.

Knowledge of effective practices and principles of supervision.

Knowledge of modern office procedures and practices.

Ability to compile statistical data for development of publications and reports.

Ability to complete quality control on data received and entered into databases.

Ability to exercise judgment and discretion and make decisions in accordance with laws, policies and regulations.

Ability to establish and maintain records and files (electronic and hardcopy).

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Ability to assist with the creation and modification of work flow procedures to ensure the Arrest Records Section operates efficiently and effectively.

Ability to demonstrate work techniques in the training of other employees.

Ability to plan, delegate and supervise the work of employees assigned to the Arrest Records Section.

Ability to work independently with little supervision.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to follow and understand oral and written instruction.

Ability to calculate figures.

Ability to handle restricted and confidential information and maintain the information as such.

Ability to operate basic office equipment (e.g., PC, typewriter, telephone, copy machine, microfilm processor and calculator).

Ability to travel to conduct Patrol business as needed.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Possess the skill to type 40 words per minute with ten (10) errors or less.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from an accredited high school or possess a GED.

Four years responsible clerical experience with the Patrol at the level of Clerk Typist III, Quality Control Clerk III, Clerk III, AFIS III, or Data Entry Operator III and working knowledge of the Patrol's arrest and conviction record systems (e.g., TAS/DWITS, TAS/ADORS, or CHRS).

NECESSARY SPECIAL REQUIREMENTS

Possess at least one-year supervisory experience or successfully complete the department's supervisory course within one year of appointment, or possess comparable training.

Completion of the Patrol's MULES Certification training.